

Management System Description: Requirements Management

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1.0 Purpose

The purpose of this Management System Description (MSD) is to provide for the Environmental Management Consolidated Business Center (EMCBC) a consistent method to effectively and efficiently oversee and manage requirements activities in a manner that ensures success and manage and control EMCBC-wide documents. The subject area (SA) for requirements, along with its associated Implementing Procedures, addresses a single way of managing External Requirements (i.e., Federal, state, and local laws), Internal Requirements (U.S. Department of Energy [DOE] Directives), and Best Business Practices (Guides, Technical Standards, and Handbooks). The SA for Document Control Management, along with its associated Implementing Procedures, addresses the manner in which EMCBC prepares, reviews, approves, issues, revises, and controls documents that specify requirements and/or prescribes implementing processes. This MSD outlines the processes and procedures to be used by all EMCBC Federal staff employees.

2.0 Responsibilities

The table below represents roles and responsibilities specific to this Management System. For a detailed description of CBC MS roles and responsibilities, please see the CBC MS FRA.

Roles	Responsibilities
EMCBC Director (and/or Deputy Director when acting for the Director)	<ul style="list-style-type: none">• Reviews and approves select EMCBC Controlled Documents. Primarily, the Director will approve CBC Management System Description Documents and Policy Statements within the hierarchy of CBC controlled documents.
EMCBC Assistant Directors (ADs)	<ul style="list-style-type: none">• Verifies that complete and accurate controlled documents are developed.• Enforce the use of these Controlled Documents.• Direct the need for controlled documents and the assignment of the Author or Subject Matter Expert (SME).• Determine EMCBC staff training needs related

Roles	Responsibilities
	<p>to new or revised Controlled Documents.</p> <ul style="list-style-type: none"> • Approves Technical Instructions, Office/Organization Specific Procedures and Subject Area Description Documents <p>NOTE: If an EMCBC department variance should occur to a Controlled Document, see Subject Area: Document Control Management Procedure 7 - Control of Technical Instruction Documents</p>
Author and/or Subject Matter Experts (SMEs)	<ul style="list-style-type: none"> • Responsible for authoring and reviewing documents under their cognizance to ensure documents are maintained up-to-date and reflect current requirements: <ul style="list-style-type: none"> • Controlled Document development; • Flowcharting the document process, • Coordination of the review process; and • Comment resolution.
Controlled Document Coordinator (CDC)	<ul style="list-style-type: none"> • Works with Management System Owners (MSOs)/ Assistant Directors (AD) and Authors/Subject Matter Experts (SMEs) to ensure documents are adequately formulated for inclusion in CBC MS. • Notifies the MSOs/AD's and Author/SME of their 2 year evaluation/revision date. • Reviews all Controlled Documents for quality control prior to distribution. • Prepares the management approval packet. • Forms developed as a result of this process will be controlled by the CDC. • Responsible for maintaining hard copies of all EMCBC Controlled Documents. • Maintains records generated through the review process and approval of Controlled Documents. • Maintains, in native format, the electronic files of the final versions of each controlled document and is the responsible official for ensuring that the EMCBC Services Intranet Page displays the correct version.
EMCBC Staff	<ul style="list-style-type: none"> • Responsible for the review and compliance with established Controlled Documents.

Roles	Responsibilities
EMCBC Federal Project Directors and Field Element Managers	<ul style="list-style-type: none"> Utilizing authorities delegated, performs the duties of EM Line Managers responsible for the implementation of finalized directives and other requirements documents to effectively oversee federal employees and the contractors assigned to perform mission duties.

3.0 Management System Operation

3.1 Overview

Requirements from laws, regulations, DOE Directives, and Departmental direction govern the work performed in the EMCBC Offices. The responsibility for these requirements is assigned to MSOs and/or Assistant Directors. The CBC MS provides the infrastructure to analyze and comment on draft requirements, analyze approved requirements and incorporate them into CBC MS documents, and the tools to track requirements actions. The CBC MS system codifies the overall information hierarchy for the organization and the implementation of the requirements governing work performed.

When requirements apply to Federal EMCBC staff, the MSOs/ADs, and designated SMEs work with the CBC CDC to describe how to implement those requirements. All CBC MS documents are developed or revised to implement requirements or best business practices in order for staff to work interdependently across the organization. All new/revised CBC MS documents are submitted to the CBC MS CDC using the guidelines within [Procedure 2, Preparing and Submitting CBC MS Documents](#), of the [CBC Document Control Management Subject Area](#). CBC MS documents are delivered to staff electronically through the CBC MS Web site. The online version is the only official document.

3.2 Key Functions/Services and Processes

The Requirements Management (RM) Process supports the identification and management of the set of requirements that apply to work performed by EMCBC Federal staff and that of its Contractors.

Staff members, who are designated by the MSO/ADs, with CBC MS work assignments and incorporated within their position descriptions, work in this area to:

- Facilitate the receipt, distribution, and review of new, modified, and canceled requirement documents;
- Aid in identifying the requirements that are applicable to Federal staff and contractor;

- Track implementation of requirements for Federal staff through CBC MS and for contractors via contract modifications; and
- Notify MSOs/ADs of status of requirements processing.

This function maintains the Requirements Database, which contains all CBC MS documents.

The Document Control Process supports the development, publication, and control of documents that specify requirements, which apply to EMCBC Federal staff and that of its contractors. It is mandatory that work be performed in accordance with CBC MS processes and procedures. A (2) two year review process is utilized for CBC MS documents to ensure they are current and accurate.

Staff members, who are designated by the MSOs and/or Assistant Director, with CBC MS work assignments and expertise in their area, may be tasked to:

- Develop or revise CBC MS documents;
- Submit new or revised documents for technical editing;
- Provide additional names to serve as document reviewers;
- Review CBC MS document(s).

4.0 Requirements

4.1 Primary Responsibility

This Management System has primary responsibility for ("owns") the following requirements:

Document	Title
DOE O 251.1C,	Departmental Directives Program
DOE O 252.1A	Technical Standards Program

4.2 Parsed Responsibility

This Management System is responsible for a part of the following high-level requirements:

5.0 Subject Areas, Program Descriptions, and Guidance Documents

The following Subject Areas are maintained by this Management System:

- [Requirements Management](#)
 - [Procedure 1. Identifying and Proposing New or Revised Requirements](#)
- [Document Control Management](#)
 - [Procedure 1. Identifying Controlled Documents](#)
 - [Procedure 2. Preparing and Submitting CBC MS Documents](#)

- [Procedure 3. Reviewing CBC MS Documents](#)
- [Procedure 4. Approving CBC MS Documents](#)
- [Procedure 5. Canceling an CBC MS Document](#)
- [Procedure 6. Annual Review of CBC MS Management System Documents](#)
- [Procedure 7. Control of Technical Instruction Documents](#)

6.0 References

None